

Appendix 1 – Sample



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

TO: Joe W. Ellis
Assistant Secretary for Administration and Management, DHHS

THROUGH: DHHS, *Assistant Secretary for Legislation _____

FROM: Deputy Director for Management, NIH

SUBJECT: Request to Detail (*name*) to the (*Executive Office of the President, Organization name or *Legislative Committee designation*)

Issue: Your approval is requested to detail (*name*) from the National Institutes of Health (NIH), (*Institute/Center*) to the (*Executive Office of the President, Organization name or Legislative Committee designation*) from (*date*) through (*date*). (*Name*) will coordinate strategies between trade and pharmaceutical health initiatives to foster technical R&D innovations and secure intellectual properties among multilateral organizations.

Discussion: Health and trade issues increasingly intersect the global community's capacity to provide unbiased market access, secure intellectual property, promote R&D innovations, and enhance health care outcomes and efficiencies. The attached memorandum of understanding addresses these critical underpinnings in sustaining the U.S. biomedical research agenda. (*Name*) will serve a pivotal role in highlighting defensive concerns among industry, foreign, and political stakeholders, while formulating

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viable alternatives to strategically overcome impediments to improving the quality of healthcare among global populations. (*Name*) currently serves as a Technology Transfer Coordinator. The (*IC*) will continue to pay salary and

benefits, while other business-related expenditures will be covered by the
(*Executive Office of the President, Organization name or Legislative Committee
designation*). (Name) has a secret security clearance.

Recommendation: I recommend your approval to detail (name) for one year
(i.e., (date) through (date) to the (*Executive Office of the President, Organization
name or Legislative Committee designation*)).

We appreciate your attention to this request.

(Signature)
(Title)

Attachment

Decision:

Decision to Detail (name) to the (*Executive Office of the President, Organization
name or Legislative Committee designation*):

___Approved ___Disapproved

Joe W. Ellis

Date